

Town of Voluntown  
Office of the Assessor



Town Hall, 115 Main Street  
P.O. Box 96  
Voluntown, CT 06384  
Telephone: 860 376-3927  
Email: [crose@voluntown.gov](mailto:crose@voluntown.gov)

Dear Taxpayer,

If you no longer own a vehicle on our Grand List or moved a vehicle out of state, you must submit via mail, email or drop box, the following **two forms of proof** to the Assessor's Office to be eligible for a bill correction or pro-ration.

**1. A receipt from the DMV for the cancellation of registration/plates for the vehicle.**

**AND**

**2. ONE of the following**

- a. Copy of the Bill of Sale
- b. Copy of the Transfer of Title
- c. Copy of a junk receipt
- d. Copy of a purchase agreement showing the vehicle as a trade-in vehicle
- e. Statement from your insurance company indicating the vehicle was a total loss
- f. Copy of the out of state registration
- g. A completed and signed Petition for Motor Vehicle Credit, available on the Assessor's web page.

**All documentation must be dated and contain the VIN (Vehicle Identification Number).**

**NOTE: If you transferred the plates to another vehicle, you do not need to submit documentation. The bill for the replacement vehicle will be automatically pro-rated.**

**PLEASE DO NOT SUBMIT INCOMPLETE PAPERWORK.  
WE CANNOT PROCESS IT AND WILL NOT HOLD ONTO IT FOR YOU.**

If you have any questions regarding the required documentation, please contact the Assessor's Office at 860-376-3927.